

PERSONNEL POLICY
Fauquier County, Virginia

Policy Title:	Section No.:	Effective Date:
Certification and Appointment	24	1/19/88
		Supersedes Policy:
		New

I. TYPES OF APPOINTMENT

~~All vacancies in the County service shall be filled by full-time permanent, part-time permanent, full-time temporary, part-time temporary appointment, promotion, transfer or demotion.~~

A. Full-Time Permanent Appointment

~~Full-time permanent appointment indicates that the employee is to work a regular scheduled work week for the County on a full-time continuous basis, without time limitation. Full-time permanent appointment employees shall receive all rights and fringe benefits.~~

B. Part-Time Permanent Appointment

~~Part-time permanent appointment indicates that the employee is scheduled to work less than the regular scheduled work week for the County on a part-time continuous basis, without regard for time limitation. Part-time permanent employees shall receive specific limited fringe benefits such as pro-rated annual and sick leave.~~

C. Full-Time Temporary Appointment

~~Full-time temporary appointment indicates that the employee is scheduled to work the regular scheduled work week for the County for a maximum period not to exceed twelve months. Full-time temporary employees shall not receive fringe benefits except limited annual leave.~~

D. Part-Time Temporary Appointment

~~Part-time temporary appointment indicates that the employee is scheduled to work less than the regular scheduled work week for the County for a maximum period not to exceed twelve months. Part-time temporary employees shall not receive fringe benefits.~~

II. RATES OF PAY FOR TEMPORARY APPOINTMENTS

~~Hourly rates for temporary appointments may exceed the entry level rate of comparable full-time permanent positions, if deemed warranted and supported by jurisdiction furnished by the appointing authority.~~

III. METHOD OF REQUISITIONING ELIGIBLES

- ~~— Whenever a vacancy in any position in the competitive service is to be filled, the appointing authority shall submit a request to the Director of Personnel indicating the type of appointment, the class title of the position, the number to be filled, the organization location and hours of work, any special qualifications desired of the person appointed, and an indication as to whether the position is to be filled by promotion, transfer or appointment from an open competitive eligible list.~~

IV. CERTIFICATION OF ELIGIBILITY

- ~~A. Applicants meeting minimum qualifications for a position shall appear on an eligibility list from the Department of Personnel. This list is prepared by the Department of Personnel staff as a result of a review and evaluation of each applicant for the position. An appointing authority or his designee may assist the Department of Personnel staff in their review and evaluation of each applicant for the position, and may also assist the Department of Personnel staff in their review and evaluation of each applicant for the position, and may also assist the Department of Personnel staff in their review process to determine a listing of eligibles.~~
- ~~B. The top three eligible applicants, or more, if requested by the appointing authority for each position, will be forwarded to the appointing authority for review and appointment. Eligible applicants will be considered in this order except in the following cases:~~
- ~~1. Appointing authority requests certification of a specified sex resulting from a bona fide occupational requirement.~~
 - ~~2. When an applicant has indicated he would accept employment only in certain departments or locations.~~
- ~~C. If the appointing authority is unwilling to appoint any of the eligible applicants as certified by the Personnel Department he/she may submit a request to the Personnel Director for additional certified eligible applicants together with a written notice of the reason for rejection of the previously certified group of eligible applicants.~~
- ~~D. An appointing authority must provide, in written form, reasons for rejection of all certified eligible applicants. This notice must be sent to the Personnel Director for retention in Personnel Department files.~~

V. METHOD OF APPOINTMENT

- ~~A. Appointment to a vacancy in the competitive service shall be made by the appropriate appointing authority from the list of certified eligible applicants.~~

- ~~B. Appointing authorities may not make a final offer of employment to an eligible applicant until the Personnel Director has concurred in writing with the appointment. The Personnel Director will immediately notify appointing authorities that he/she has concurred that the appointment of an eligible applicant is procedurally correct.~~
- ~~C. Eligible applicants being considered for appointment to positions requiring completion of physical examinations must successfully pass the examination prior to appointment.~~

~~VI. FINAL EMPLOYMENT OFFER~~

- ~~— A person shall be considered an employee of Fauquier County only after he/she has been tendered a final offer of employment, after the conditions established by paragraph V have been satisfied, and has accepted that offer by reporting for work on a day and time specified.~~

~~VII. POLITICAL OR PARTISAN ENDORSEMENT~~

- ~~— No consideration shall be given to political or partisan endorsement for promotion or original appointment to positions in the competitive service.~~

~~VIII. ACTING DEPARTMENT DIRECTOR APPOINTMENTS~~

- ~~— The County Administrator, for those departments and organizational elements under his direct supervision may make temporary appointments of career status employees to fill key vacancies created by the resignation of a departmental director or other key position reporting directly to the County Administrator. An employee will receive a temporary promotion with an increase in salary to the entrance level of the salary range for the vacant position or a 10% increase in salary, whichever is greater, while serving in the temporary acting capacity.~~

~~IX. JOB SHARING~~

- ~~— Any full time permanent position may be job shared upon approval of the appointing authority. The combined work hours of the job shared position cannot exceed the total hours of the full time position. the provisions of paragraph I (B) will apply to the job shared positions.~~
 - ~~A. An incumbent employee may initiate job sharing with his/her appointing authority. The appointing authority shall not initiate job sharing if the position is filled by a non-probationary incumbent unless the incumbent indicates a desire to job share.~~
 - ~~B. Job sharing shall be approved by the appointing authority for a specific period of time, normally not less than one year. Job sharing arrangements can be reviewed with the approval of the appointing authority as often as needed.~~